**TOWN OF CORNWALL – BUILDING DEPARTMENT**

**Sequence of Events for the Permitting Process**

Before any building permit can be issued, a **Torrington Area Health** permit and **Cornwall Land Use** permit must be obtained as specified on their websites. **Building Permits** are required for: dwellings, additions, alterations, barns, decks, garages, sheds, renovations, repairs, change of use, accessory buildings, plumbing, electrical, mechanical, demolition and tent use over 400 square feet. **Many projects undertaken by the homeowner still require Building Permits as well.** **Please check with the building department to verify whether your project requires a permit before beginning. Obtaining a building permit is the homeowner’s responsibility.** Homeowners who agree to have the contractor pull the permit should verify with the local Building Official that all required permits are in place before the work begins. Areas in Town where an Association exists, the home or property owner must meet their Association requirements prior to obtaining a Building Permit. Owners of Affordable Housing or Parcel Program properties must also meet requirements outlined in their agreements. The regulations and requirements are too numerous to list here, so below is a partial list of State mandated permitting requirements.

1. If you are building a new home on a vacant lot, you must obtain a 911 number for that property through the Assessor’s office. Assessor: Kayla Johnson at (860) 672-2703, or email assessor@cornwallct.gov
2. If your residence requires the construction of a driveway, you must obtain a driveway permit through the Town of Cornwall, office of the First Selectman, or the State of Connecticut, Department of Transportation if you are accessing the property off of a state road.
3. If a septic or well is to service your property, you must receive Torrington Area Health Department approval. Approval is required for all structures listed above. Please refer to the TAHD website for a complete list of requirements.
4. Contact the Land Use office to see if a zoning permit is required and refer to their website for information.
5. \*For any commercial building, or any building with the exception of 1 & 2 family dwellings a complete plan review is required by the Fire Marshall prior to the issuance of a building permit. This plan review is required for any new construction, additions, renovations and change of use.
6. When applying to the Building Department building plans must be submitted either digitally or in hard copy as requested by the Building Official (and Fire Marshall where needed), a building permit application, proof of insurance by the contractor, or if you are not the contractor, you must fill out an affidavit and your permit fee must be received. Please make checks out to the Town of Cornwall. An appropriate license or registration number must be provided at the time the Permit Application is being submitted.
7. The Building Official is authorized, when necessary, to request a written, graphic, and/or pictorial document prepared for describing the design location and physical characteristics of the building.
8. Once a building permit is issued you may then begin construction. It is your responsibility to contact the Building Official to schedule the inspections required for your project. Please see **Minimum Required Inspections** sheet. Discuss with the Building Official which is needed for your project.

**The state building codes are extensive, so please contact the Building Official, Peter Russ, with all questions. Telephone numbers are (860) 672-0711, or cell (860) 480-9154. You can also email** **bldginspection@cornwallct.gov**

**Posted office hours are Tuesday and Thursday, from 7:00 AM to 9:00 AM, and by appointment. The office is located on the lower level of Northeast Building Supply, 26 Kent Rd S.**

**Please note that commercial projects may have different or additional requirements.**

**The Building Official and Fire Marshal have thirty days, by law, to review all plans submitted.**

**Please refer to each agency or department above for full complete requirements.**

**For forms and complete information from Torrington Area Health Department** [**www.tahd.org,**](http://www.tahd.org) **at (860) 489-0436.**

**For forms and complete information on Planning and Zoning requirements, please contact Karen Nelson, Zoning Enforcement Officer & Clerk at (860) 672-4957, email** **landuse@cornwallct.gov, and/or** **visit the website** [**https://cornwallct.org**](https://cornwallct.org) **and research Planning and Zoning information, regulations and forms.**

 **Examples of projects that require a Building Permit:**

Addition to an Existing Structure

 Anything that Changes the Footprint of an Existing Structure

 \*Commercial Buildings

 Demolition

 Electrical, Including Solar

 Fences – Swimming Pool Barriers and any Fence over 7’

 Generator Installation

 Mechanical

 Multi-Family Dwellings

 New Accessory Building

 New Home Construction

Propane Gas Piping

 Repairs

 Plumbing

 Sheds (200 sq feet and larger)

 Solar Panels (Both on Roof Tops and on the Ground)

 Tent Set-Up – Tents over 400 sq ft. contact the Building Department

Underground or Above Ground Propane Tank Placement